



**REQUEST FOR  
PRE-QUALIFICATION OF  
BIDDERS COMMENCING  
WITH FORTHCOMING  
PUBLIC WORKS BID  
FOR**

**CITY OF RANCHO MIRAGE**

**PUBLIC LIBRARY  
OBSERVATORY**

**71-100 HIGHWAY 111  
RANCHO MIRAGE, CALIFORNIA 92270**

## **REQUEST FOR PRE-QUALIFICATION OF BIDDERS COMMENCING WITH FORTHCOMING PUBLIC WORK BID**

Notice is hereby given that the City of Rancho Mirage ("City") has determined that all bidders on the Library Observatory Project, CP 15-315 ("Project") to be undertaken by the City must be pre-qualified prior to submitting a bid on the Project.

The project consists of constructing a research-level observatory at the Rancho Mirage Public Library ("Library"). The facility will be located next to the existing parking lot, just west of the Library building. The structure will consist of a traditional domed observatory building that will house a Planewave CDK700 28" observatory-class telescope. The facility will also include an office equipped with state-of-the-art computer hardware and software that will control both the dome and telescope, as well as providing a live data feed for presentations in the Library's community room. The exterior portion of the facility will include a deck area capable of powering up to four portable telescopes owned and operated by amateur astronomers. To accommodate staff and visitors, there will be one unisex restroom constructed as part of the project. The designs for the Project are nearly completed and shall be completed by the time the City goes out for competitive bidding, as detailed below.

It is mandatory that all contractors who intend to submit a bid, fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by City to be on the final qualified bidders list. No bid will be accepted from a contractor that has failed to comply with these requirements. If two or more business entities submit a bid as part of a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid. The last date to submit a fully completed questionnaire is 02/02/2016. Contractors are encouraged to submit pre-qualification packages as soon as possible, so that they may be notified of omissions of information to be remedied or of their pre-qualification status well in advance of the bid advertisement for the Project. Upon passing of the Closing Date, the City shall make a determination as to which contractors are approved to be on the final qualified bidders list ("Qualified Bidders"). The Qualified Bidders shall be required to attend a mandatory conference with City staff prior to submittal of bids, for the purpose of Project site inspection. Subsequently, the City shall solicit bids for the Project from those Qualified Bidders, implementing a competitive bidding process.

Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. City will use these documents as the basis of rating contractors in respect to the size and scope of contracts upon which each contractor is qualified to bid. City reserves the right to check other sources available. City's decision will be based on objective evaluation criteria.

City reserves the right to adjust, increase, limit, suspend or rescind the pre-qualification rating based on subsequently learned information. Contractors whose rating changes sufficient to disqualify them will be notified, and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification rating.

While it is the intent of the pre-qualification questionnaire and documents required therewith to assist City in determining bidder responsibility prior to bid and to aid City in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude City from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

The pre-qualification packages should be submitted under seal and marked "CONFIDENTIAL" to 69-825 Highway 111, Rancho Mirage, CA 92270, attention Randy Viegas, Project Manager.

The pre-qualification packages (questionnaire answers and financial statements) submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal hearing. State law requires that the names of contractors applying for pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the contractor on whose behalf that person is signing. If any information provided by a contractor becomes inaccurate, the contractor must immediately notify City and provide updated accurate information in writing, under penalty of perjury.

City reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted and to make all final determinations.

Contractors may submit pre-qualification packages during regular working hours on any day that the offices of City are open. Contractors who submit a complete pre-qualification package will be notified of their qualification status no later than ten (10) business days after submission of the information.

City may refuse to grant pre-qualification where the requested information and materials are not provided, or not provided by 02/02/2016. There is no appeal from a refusal for an incomplete or late application, but re-application for a later project is permitted. The closing time for bids will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

Where a timely and completed application results in a rating below that necessary to pre-qualify, an appeal can be made. An appeal is begun by the contractor delivering notice to City of its appeal of the decision with respect to its pre-qualification rating, no later than ten (10) business days prior to the closing time for the receipt of bids for this public works project. Without a timely appeal, the contractor waives any and all rights to challenge the decision of City, whether by administrative process, judicial process or any other legal process or proceeding.

If the contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than five (5) business days after City's receipt of the notice of appeal, and no later than five (5) business days prior to the last date for the receipt of bids on the Project. The hearing shall be an informal process conducted by a panel to whom the City Council has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the contractor will be advised of the basis for City's pre-qualification determination. The contractor will be given the opportunity to present information and present reasons in opposition to the rating. Within one (1) day after the conclusion of the hearing, the Appeals Panel will render its decision. It is the intention of City that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

**Note:** A contractor may be found not pre-qualified for bidding on a specific public works contract to be let by City, or on all contracts to be let by City until the contractor meets City's requirements. In addition, a contractor may be found not pre-qualified for either:

- (1) Omission of requested information or
- (2) Falsification of information

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**NOTICE:** To contractors who are using subcontractors for this job, please be advised that City **may** require, as to subcontractors, one of the following:

- ☐ The qualification of subcontractors in the following crafts or trades, following acceptance of your bid, but before the award is made:
  - 1. Landscaping
  - 2. Grading
  - 3. Concrete
  - 4. Steel work
  - 5. Electrical
  - 6. Plumbing
  - 7. Mechanical – HVAC
- ☐ Post-bid qualification review.